Business Management Certificate

Length - 130 hours over 4 months

Course Code
Y2NBC

WHO IS THE COURSE FOR?
This course is designed for learners wishing to understand the principles of managing themselves, resources, people and the legal framework that exists and is suitable for those involved in managing staff, general managers with responsibility for a small organisation.

DESCRIPTION
This is a self study course which means you can study at home, your workplace or wherever you choose at times that are convenient for you. You do not have any classes to attend.
As you progress through the course you will develop the knowledge and skills required by an effective manager. The course consists of four modules:

- Module 1: Effective Management
- Module 2: Employing People
- Module 3: Performance Management
- Module 4: Time, Stress & Crisis Management

The materials for this course are paper based and will be posted to you. You will be supported throughout the course by a specialist Distance Learning Tutor. Your tutor will contact you (via your Aberdeen College email account) within 7-10 working days of receiving your welcome letter and materials. As you progress they will continue to make regular contact to offer support and guidance, usually by e-mail but sometimes by phone, to ensure you are making good progress and to support your learning throughout. Please note that you must be able to study independently through the course materials.
The Business Management Certificate is a Level 2 (QCF) qualification accredited by EDI. This is roughly equivalent to Level 5 in Scotland (SCQF).

HOW WILL I BE ASSESSED?
There are four modules and four assignments followed by a multiple choice end test. The assignments will be marked by your tutor and must be completed prior to attempting the multiple choice end test.The end test is one hour in duration and is sat under examination conditions. This assessment is booked through the **BSPL team**.
Your Tutor will mark your all your assessments. Any re-submissions, known as remediation, will be directed and remarked by your tutor. Your work will then be cross-marked by an in college subject expert, a process called moderation. It is only then that a result can be sent to the Awarding Body for certification.
A Pass is not final until all crosschecking procedures have been successfully completed. Your pass will be notified to the awarding body for certification.
Formal assessments are arranged by BSPL

ENTRY REQUIREMENTS

Previous knowledge or experience would be of benefit but is not essential.

SPECIAL REQUIREMENTS

If you have any individual study needs please contact our Student Development Centre at 01224 612164

COMMENTS

Aberdeen College has its own dedicated team of Guidance and Advisory professionals for the benefit of both current students and anyone who is interested in becoming a student. Student Guidance and Advisory personnel are available throughout the year and are based in all the College's teaching centres, providing information, advice and confidential support services for all students. They are there to help students make informed decisions regarding their studies, and to help them deal with any difficulties that may arise.

To make an appointment to see a Student Adviser call into **Learner Services Reception** or telephone **01224 612284**. You can request further information by using the online Learner Services Enquiry Form.

Whilst studying with Business Solutions & Part-Time Learning, you will have access to the **College Libraries**, and the **IT Centre**. You will also have technical and administrative support from the **BSPL team**.

Please note that it is a requirement that all email communication between staff and students is made using college email accounts. This ensures that the college complies with Data Protection legislation and that information is accessed only by authorised users.

The prices quoted on this course leaflet are subject to change at any time so please check current prices when booking on/or enquiring about the course.

COURSE FEES

Residents in Scotland: £320.00

COURSE FEES

Non-residents: £798.00

CONTACT

Information & Booking Centre

Tel: + 44 (0)1224 612000

Email: enquiry@abcol.ac.uk